

City of Milwaukee

BusinessSense

Resource Manual

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Chapter 1 Introduction

1.1 Overview

The City of Milwaukee has implemented BusinessSense, a state-of-the-art, web-based software system for compliance monitoring of Emerging Business Enterprise participation on City of Milwaukee contracts. BusinessSense will serve as a communication network that integrates the City of Milwaukee contracting departments and contracting authorities with the Emerging Business Enterprise Program and our service providers. BusinessSense will provide “live” data on Emerging Business Enterprise participation on City of Milwaukee contracts. BusinessSense will be our service provider’s primary mechanism for reporting EBE participation on City of Milwaukee contracts. This system is designed to fulfill and streamline City of Milwaukee Emerging Business Enterprise contract monitoring and reporting requirements. BusinessSense will allow inquiry, monitoring and reporting to ensure compliance in commodity procurement, construction and professional services.

1.2 Registration

Before using the application, all new users will need to register to gain access to BusinessSense. The URL address for BusinessSense is www.milwaukee.gov/businesssense. Prior to your log in, the BusinessSense home page allows the new user to register. Located at the bottom of the home page, the new user can click the registration link under the Contractor, EBE Vendor, or as a City of Milwaukee employee. If the new user does not qualify under these categories, the new user can “Click here to Register” to start the registration process. The new user can create a User ID and Password for access to BusinessSense. The new user must complete all fields that are denoted with an asterisk. These are mandatory fields and your registration will not be approved. The new user must indicate their User Type. The User Type is a mandatory field that will be confirmed by the Emerging Business Enterprise staff prior to granting access to BusinessSense. Once the new user has completed all mandatory fields click, “Create User”. The new user will receive confirmation via email of their approved User ID and Password. **Fig-1**

BusinessSense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Home | Calendar | Do Business | Live & Work | Play | Departments | Services | Payments | Translate

goMilwaukee
 > City of Milwaukee

Emerging Business Enterprise Program

All fields marked with a * are required.

All fields marked with a ** are required only if you are an EBE Vendor or a Contractor.

Click on a ? to get help with that item.

Emerging Business Enterprise Program

200 E Wells ST
 City Hall, Room 606
 Milwaukee, WI 53202

Phone
 414.286.5553

FAX
 414.286.8752

BusinessSense - New User Registration

* User Name: ?

* Password: ?

* Requested User Type: Public ?

Salutation:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Gender: Female

* Race: African American

* Ethnicity: Hispanic

* Date of Birth: January 1 2006

* Mother's Maiden Name: (to be used for lost password)

* Email Address: ?

** These fields are required if you selected EBE Vendor or Contractor as the Requested User Type.

** Contractor Name: ?

** Federal ID: ?

Contact Title: ?

Create User

Done

start

Novell GroupWise - M...

BusinessSense Manual - ...

BusinessSense - Micro...

Local intranet

10:22 AM

Fig. 1

1.3 Log In

The Log In page allows the User to enter their User ID and Password to gain access to BusinessSense.



Fig. 2

1.4 Log Out

The user may log out of BusinessSense at any time by clicking the “Logout” button on the menu bar located on the left hand side of the page. Fig. 2



Fig. 3

Chapter 2 Contract Menu

2.1 To Do List

The “To Do List” located on the Main Menu is a listing of items that need your attention. The “To Do List” is customized according to your log in and password. The list may include: confirmation of assignments, confirmation of payments or request to close a contract. This listing has active links that direct you to the areas that need your attention.

2.2 Contract Information

Under the Contract Information heading are the sub headings: View All Contracts, New Contracts, and Contract Summaries.

View All Contracts allows the user to select by contracting department all contracts for that department that is being monitored by BusinessSense. When the user selects the Contract Department from the drop down menu those corresponding contracts will appear. Please Note: This function is not available for all User Types.

New Contracts is the location where a City of Milwaukee Contracting Department is able to enter a New Contract into BusinessSense for monitoring. All areas that are denoted with an asterisk must be completed in order to create a new contract in

BusinessSense. Once completed click “Create Contract” (Please note this option is not available to all user types). See Fig. 3

The screenshot shows a web browser window titled "BusinessSense - Microsoft Internet Explorer". The address bar shows "Home | Calendar | Do Business | Live & Work | Play | Departments | Services | Payments | Translate". The page header includes the "goMilwaukee > City of Milwaukee" logo. The main content area is titled "BusinessSense - Create a New Contract". On the left, there is a sidebar with a "Contracts" section and a "My To-Do-List" section. The main form contains the following fields:

- * Department Contract #
- * Department Contract Name
- Contract Description
- Keywords
- Notes
- FMIS PO #
- FMIS PO Date: January 1 2006
- FMIS Project ID
- * Contracting Dept.: Department of City Development
- * Contract Value
- * EBE Requirement: 18
- * Contract Release: January 1 2006
- Est. Completion: January 1 2006
- Prime Contractor: Diversified Security Solutions, LLC (FED ID # 203018709)
- Service Performed
- Supplier or Trucking

A "Create Contract" button is located at the bottom of the form. The Windows taskbar at the bottom shows the "start" button, several open applications (Novell GroupWise, BusinessSense Manual, BusinessSense - Micro...), and the system clock showing 10:24 AM on a local intranet.

Fig. 4

Contract Summaries will summarize all information and serve as a contract report. The contract summary page allows search criteria to customize the date for contracts that extend over multiple months. See Fig. 4

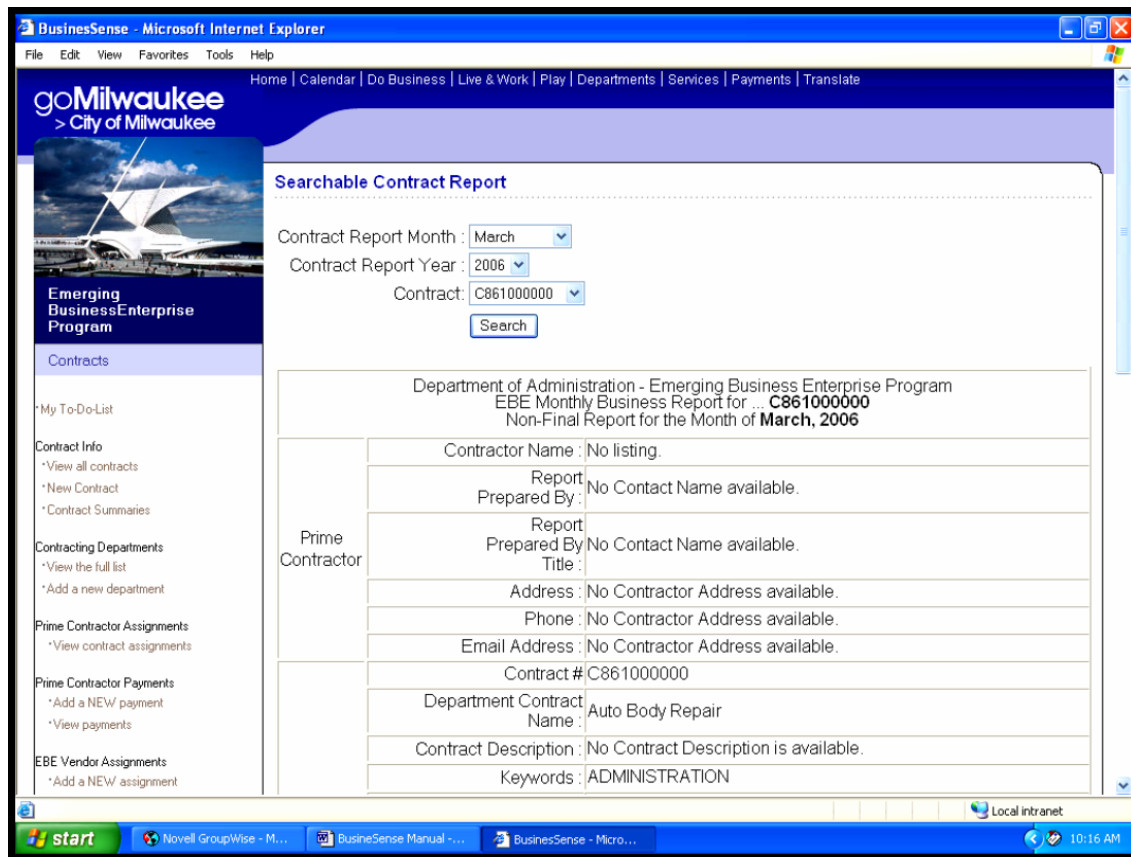


Fig. 5

2.3 Contracting Departments

Under the Contracting Departments heading are the following sub headings: View the Full List, Add a New Department

View the Full List will show all contracting departments and departments who have contracting authority. (This will not be viewable to the public)

Add a new Department allows the administrator of BusinessSense to add another contracting department or contracting authority to the list. (This function will not be available to the public)

2.4 Prime Contractor Assignments

View Contract Assignments allows the Prime Contractor to view contracts that have been assigned to them through a contract award by a contracting department or contracting authority. This is secured information available only to the Prime that has been assigned a contract in BusinessSense

2. 5 Prime Contractor Payments

Under the Prime Contractor Payments heading are the following sub headings: Add a New Payment and View Payments

Add a New Payment is a function of the contracting department. The contracting department can indicate the dollar amount and when the department has authorized payment to a prime contractor.

View Payments allows the Prime Contractor to select a project and view payments made to their company. This secured information is only available to the company that has been awarded and assigned a contract in BusinessSense.

2. 6 Emerging Business Enterprise Vendor Assignments

Under the EBE Vendor Assignments heading are the following sub headings: Add a New Assignment and View Contract Assignments

Add a New Assignment this function allows a Prime Contractor or Contracting Department to assign an EBE to a contract. This function is only available to a Prime Contractor or a Contracting Department and the assignment must be verified by the Emerging Business Enterprise.

View Contract Assignments allows the EBE to view all contracts that they are currently assigned.

2. 7 Emerging Business Enterprise Vendor Payments

Under the EBE Vendor Payments heading are the following sub headings: Add a New Payment and View Payments

Add a New Payment is only available to a Prime Contractor making Payments to an EBE who is working as a subcontractor and the Contracting Department making payments directly to an EBE vendor. The Prime Contractor and the Contracting Department can only make payments to an EBE that they have assigned to a contract. The Add a New Payment field will require an EBE to verify the payment made to them from the Prime Contractor or Contracting Department.

View Payments allows the EBE to view all payments that have been authorized by the Prime Contractor or Contracting Department to their company for work or material supplied. This is secured information available only to the registered firm.

Chapter 3 Contractors Menu

3.1 Contractor Information

Under the Contractor Information Menu are the following sub headings: Add a New Address, Add a New Phone Number.

Add a New Address allows any registered EBE Vendor or Contractor to add or modify address information.

Add a New Phone Number allows any registered EBE Vendor or Contractor to modify their Phone number.

3.2 Vendor List

The Vendor list allows the user to view ALL EBE vendors that have registered in BusinessSense. This list consists of the Company name, the Industry Code and the Industry Code Description. The user cannot modify this information; the EBEP office must perform any changes to the industry code.

List of Industry Codes is a listing of all of the Standard Industry Codes (SIC) and the corresponding North American Industry Classification System (NAICS) codes. This listing is used to determine the classification of the business by these nationally recognized systems. The NAICS codes have question marks that provide help to the user for a detailed description.

Add a New SIC Code Assignment allows the addition of Standard Industry Codes for the classification of the registered business. This function is restricted and is not available for all users.

Chapter 4 Reports

4.1 Reports

BusinessSense will tabulate the Emerging Business Enterprise participation for all contracts that have been entered in the system. The reports are very comprehensive and they can be customized to identify participation during a specific time frame. In addition, the reporting menu can provide a snapshot of EBE participation by ethnicity, race or gender for specific contracting departments. The report menu will be available to those authorized to create and view reports.

